



**STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
DIVISION OF MENTAL RETARDATION SERVICES  
ANDREW JACKSON BUILDING, 15<sup>TH</sup> FLOOR  
500 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243  
January 9, 2006**

**MEMORANDUM**

**TO:** Agency Directors  
ISC Directors  
DMRS Regional Operation Directors

**FROM:** Stephen H. Norris  
Deputy Commissioner

**SUBJECT:** Personal Assistance Requests Clarification

➤ Those receiving personal assistance, but do not receive direct nursing, no longer need to have:

1. RN Oversight
2. Health Oversight Form
3. PSR – Physical Status Review

These changes will be reflected in the revision of the Provider Manual. In addition, per the Provider Manual, prior to enrollment of someone to receive personal assistance, the completed PA Environmental Checklist showing the person's family's home passed must be sent in with the request for services. The checklist is in the PA Resource Manual and has been sent previously.

If you have any questions, please contact Donna Allen at (615) 532-6540.

SHN/dac

**Cc:** Marlenia Overholt, DMRS  
Dr. Adadot Hayes, DMRS  
Robin Atwood, TNCO